

# Purchasing



UNIVERSITY OF  
**GEORGIA**

Center for Continuing Education  
Carl Vinson Institute of Government

## How to Contact Us:

Phone: +1-706-542-3537 or

800-811-6640 (toll-free in the USA)

Email: [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)

## Frequently Asked Questions

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### For whom is the course designed?

*Purchasing* is designed primarily for state and local government employees who require knowledge of the purchasing process. The 13.8-hour course also fulfills a Level I requirement for Georgia local government employees who are enrolled in the Local Finance Officer Certification Program. The course also meets the standards approved by the National Association of State Boards of Accountancy (NASBA) as a National Registry of CPE Sponsors. The course may qualify for Continuing Professional Education (CPE) for a CPA, depending on the CPA's State Board of Accountancy.

### Are there any prerequisites for enrolling in *Purchasing*?

No. There are no prerequisites for enrolling in *Purchasing*.



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## **Can my government enroll multiple employees? Do you offer group discounts?**

Yes! Your government can enroll multiple employees. However, at this time no group discounts are offered.

## **Why should I complete *Purchasing*?**

*Purchasing* meets one Level I course requirement for Georgia local governmental employees enrolled in the Local Finance Officer Certification Program. This course also meets the standards approved by the National Association Board of Accountancy (NASBA) as the National Registry of CPE Sponsors. The course may qualify for continuing professional education (CPE) for a CPA, depending on the CPA's State Board of Accountancy.

## **What do I receive when I complete *Purchasing*?**

Successful graduates of *Purchasing* will receive 1.35 continuing education units (CEUs) or 11.5 CPEs. By completing this online course, you will gain knowledge and skills that will help you understand purchasing in a government. To meet CPE documentation requirements, University of Georgia CEU transcripts are available at any time upon written request.

## **How long does it take to complete *Purchasing*?**

One month is allowed from the time that you register for the course. A one-month extension can be granted for a nominal fee (\$50 US). You can make your one-month extension request and payment [here](#). Please note that you will be required to register again, and then on the second Web page, you can choose the 30-day extension option. Upon receipt of your extension request payment, 30 days will be added to your original course expiration date.

## **How much time will I need to devote to study?**

Former students have reported spending nearly 1.0 study hours per lesson.

## **Can I move about the course and study the lessons in any order or must I follow the lessons in numerical order?**

You must begin with lesson 1 and progress through each lesson as presented. Your successful completion of the quiz at the conclusion of each lesson will allow you to progress (and access the online assessment tools) to the next lesson's quiz. Once you have successfully completed all of the lesson quizzes, you will have access to the case study and then the final online course assessment.

## **Can I enroll/purchase the lessons separately?**

In order to earn credit for the courses and earn your CEUs or CPE, the course must be taken in its entirety. The lessons in *Purchasing* are not sold separately.

## **Do I have to purchase the textbooks?**

No. Everything you need is built into the online course.

## **Where do I go to take the final assessment?**

The assessment is a part of the online course. Once you have completed all of the lesson quizzes and the case study, you will have access to the online final assessment.

## **How long do I have to take the final assessment and what grade is**

### **considered passing?**

You will have 60 minutes to complete the final assessment for *Purchasing*. The 60 questions in the timed assessment are selected from a test bank of questions and each assessment is different. Once you have completed the assessment, saved and submitted your answers, you will receive immediate notification of your grade. A passing grade of no less than 70% is required. If you do not receive a grade of 70% or higher, you are eligible to take the assessment one additional time at no additional cost.

### **Are there previous tests available for review?**

Self-tests and end-of-lesson quizzes are included in the online course and provide all the review necessary to successfully complete the final assessment.

### **How long does it take to learn the results of each assessment?**

The assessment results are graded online and you will receive immediate results. The University will officially notify you of your course outcome within four weeks of your assessment date via e-mail.

### **Can I transfer my course registration to another student?**

During the first 10 days of your course, if you have not completed any course work, you may opt for a one-time transfer of your enrollment to another student for a fee of \$50. The new student (i.e., substitute) would have one month from the transfer date to complete the course. Written requests should be sent to PPD at [student@georgiacenter.uga.edu](mailto:student@georgiacenter.uga.edu).

### **What is the cancellation/refund policy for individual enrollments?**

The Georgia Center will gladly issue full refunds for cancellations received in writing prior to the release of course access information. You may cancel your enrollment at any time during the course and receive a refund less a \$50 administrative fee, provided that you have not accessed the online course material at all. During the first 10 days of your course, if you have not completed any course work, you may opt for a one-time transfer of your enrollment to another student for a fee of \$50; the new student (i.e., substitute) would have one month from the transfer date to complete the course. Written requests should be sent to PPD at [student@georgiacenter.uga.edu](mailto:student@georgiacenter.uga.edu).

### **Course Format**

**Field of Study:** Finance  
**Delivery Method:** QAS Self Study  
**Advance Preparation:** None  
**Program Level:** Basic  
**Prerequisites:** None



University of Georgia, Carl Vinson Institute of Government, is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <https://www.nasbaregistry.org>

### **Enroll Anytime. Register Now!**

For more information about **Governmental Finance Courses**, contact us at

[questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu) or by telephone at +1-706-583-0424.